



Cheque Void

Means recording cheque void after the Company has recorded the check arrived and has not been given a check list to record cheque present to bank the check is defective or incorrect details.

Cheque void the document recording

The record information is divided into 3 parts :

- **Tab Basic Data** is recorded details of the document cheque void.
- **Tab Note & Attachment** is added to the profile. Description of Notes and conditions.
- **Tab Define Field** is the data that users create a form to fill out more information on manually (Tab Define Field will only appear if it is set Define Field only).

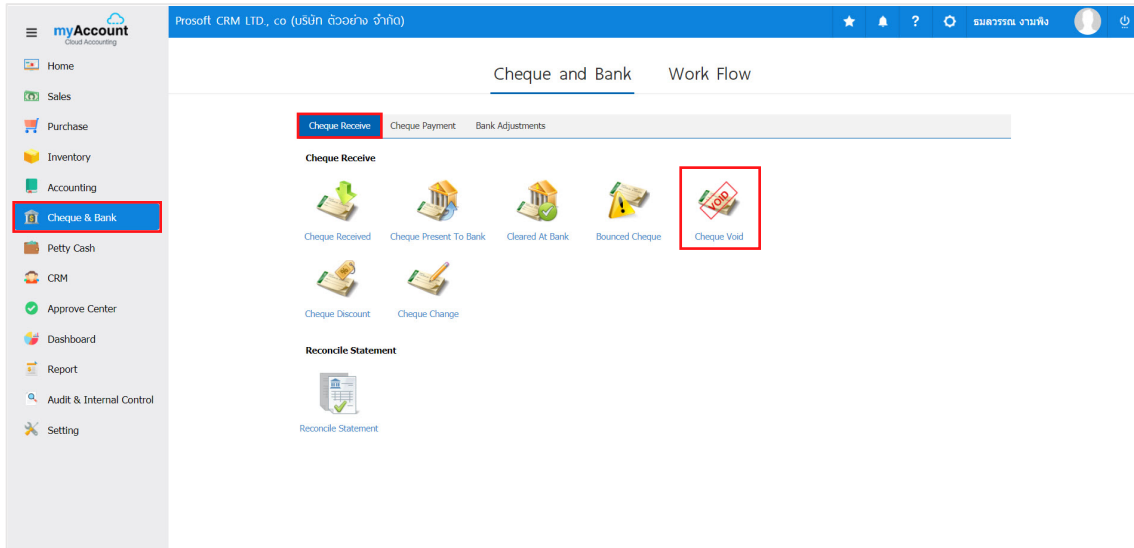
The document cheque void

Cheque void recording can record two formats.

- Document cheque cheque void void the system directly.
- Document cheque void with reference system cheque received program information retrieval systems such as document number, date, document number, bank branch cheque date on cheque. And amounts shown in cheque void automatically, users can update to complete.

The document cheque void

1. The user can save the document by pressing the menu cheque void "Cheque & Bank" > "Cheque Receive" > "Cheque void" as shown in Figure.



2. The system will then display a list cheque void the user. you can create new documents cheque void by pressing the "New" button at the top right of the screen as shown below.

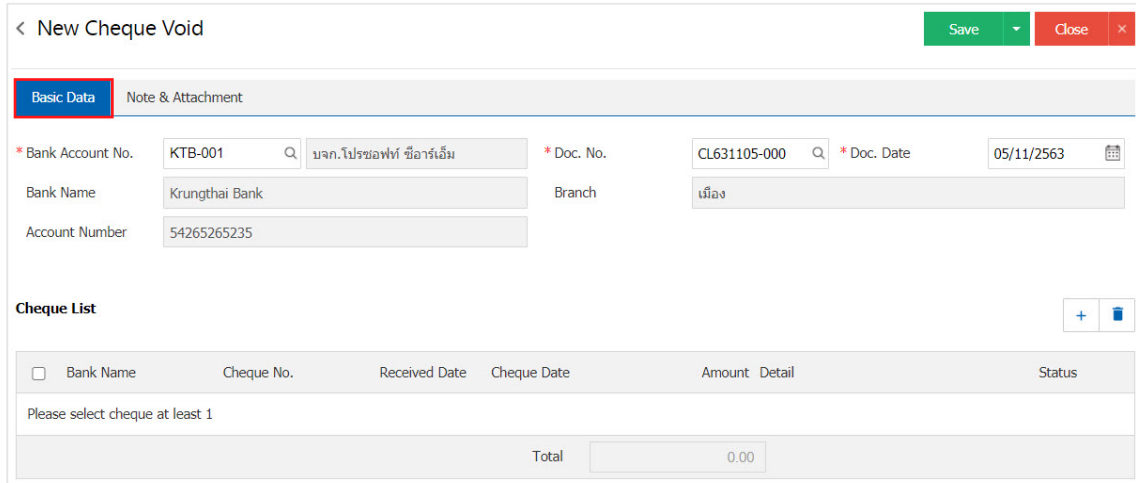
< Cheque Void ★ New +

<input type="checkbox"/>	Doc. Date	Doc. No.	Bank Name	Branch	Account Num...	Amount	Post GL	Status
<input type="checkbox"/>	✎ ✖ 25/09/2563	CL630925-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	2,000.00	<input type="checkbox"/>	Open
<input type="checkbox"/>	✎ ✖ 21/04/2562	CL620421-000	Bangkok Bank	บางกะปิ	001	64.00	<input type="checkbox"/>	Open
<input type="checkbox"/>	✎ ✖ 09/10/2561	CL611009-000	Kasikorn Bank	สีปอดพลาซ่า	408-029267-8	10,000.00	<input type="checkbox"/>	Open
<input type="checkbox"/>	✎ ✖ 26/07/2560	CL600726-001	Krungthai Bank	ท่าแพ (เชียงใหม่)	843-215902-5	28,830.00	<input type="checkbox"/>	Open
<input type="checkbox"/>	✎ ✖ 22/11/2559	CL600630-001	Krungthai Bank	ท่าแพ (เชียงใหม่)	843-215902-5	19,123.81	<input type="checkbox"/>	Open

Items per page

1 - 5 Items From 5 Items

3. Tab "Basic Data" is to save the details of the document cheque void include code passbook document number, date of document, name of the bank branch at the passbook, the user should fill in the form with the mark " * "complete Figure.



New Cheque Void [Save] [Close]

Basic Data | Note & Attachment

* Bank Account No. KTB-001 มจก.โปรซอฟท์ ซิวาร์เอี่ยม * Doc. No. CL631105-000 * Doc. Date 05/11/2563

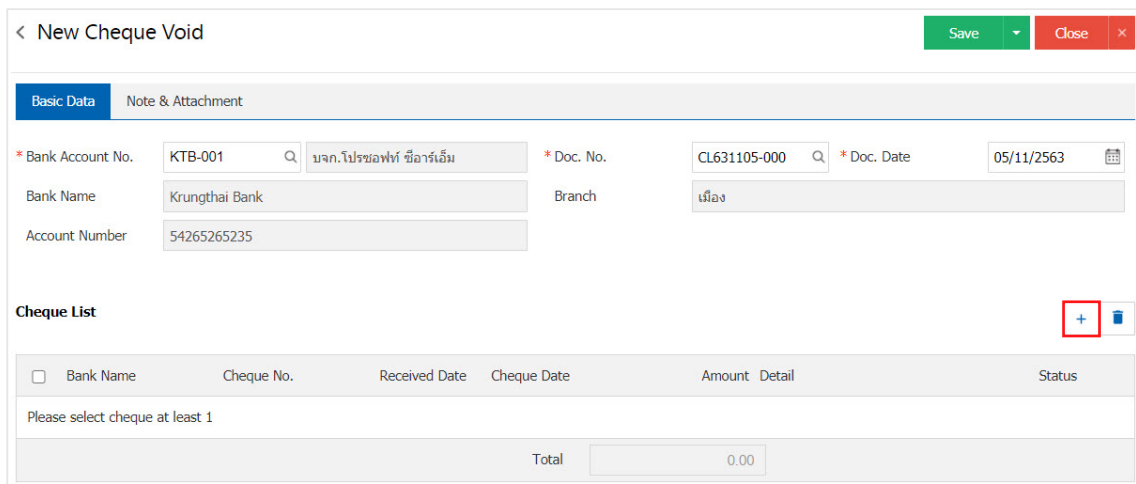
Bank Name Krungthai Bank Branch เมือง

Account Number 54265265235

Cheque List [+] [🗑]

<input type="checkbox"/>	Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail	Status
Please select cheque at least 1							
					Total	0.00	

4. Users can select cheque received by customers cheque issued by pressing the " + "button as shown in Figure.



New Cheque Void [Save] [Close]

Basic Data | Note & Attachment

* Bank Account No. KTB-001 มจก.โปรซอฟท์ ซิวาร์เอี่ยม * Doc. No. CL631105-000 * Doc. Date 05/11/2563

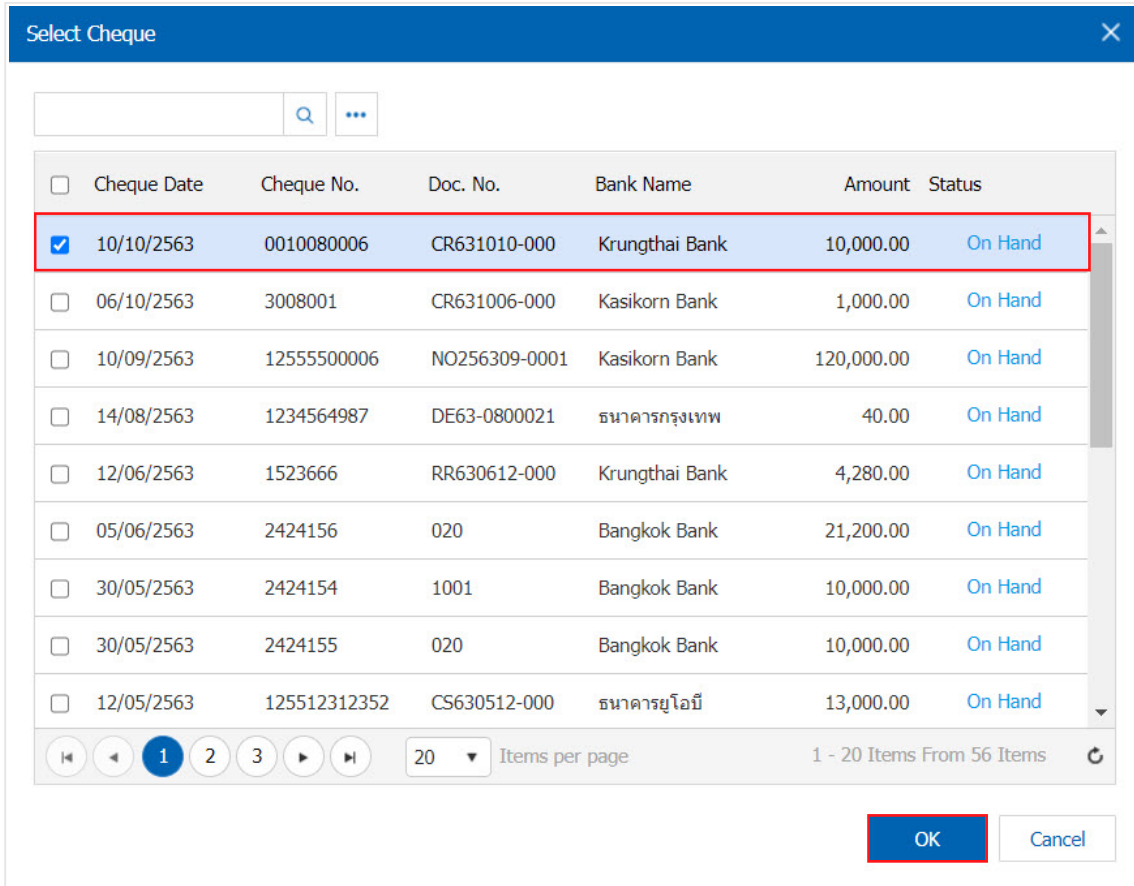
Bank Name Krungthai Bank Branch เมือง

Account Number 54265265235

Cheque List [+] [🗑]

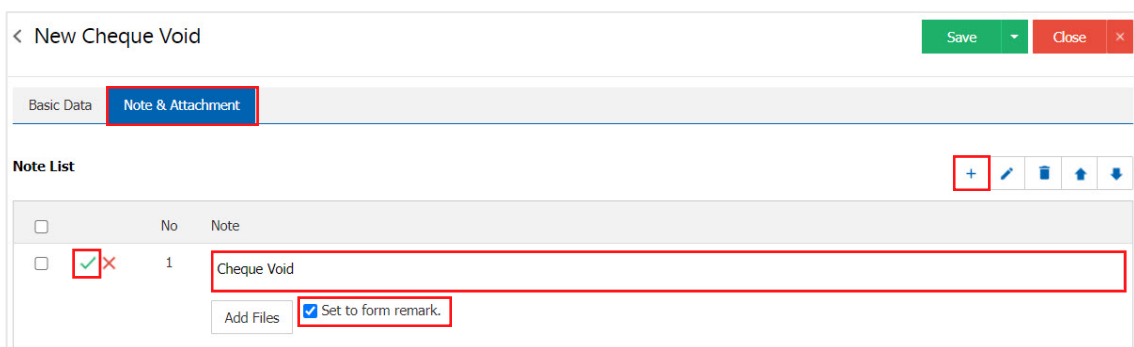
<input type="checkbox"/>	Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail	Status
Please select cheque at least 1							
					Total	0.00	

5. The system will show information cheque received to date include cheque No. cheque document number, bank name, amount and type of Figure.



<input type="checkbox"/>	Cheque Date	Cheque No.	Doc. No.	Bank Name	Amount	Status
<input checked="" type="checkbox"/>	10/10/2563	0010080006	CR631010-000	Krungthai Bank	10,000.00	On Hand
<input type="checkbox"/>	06/10/2563	3008001	CR631006-000	Kasikorn Bank	1,000.00	On Hand
<input type="checkbox"/>	10/09/2563	12555500006	NO256309-0001	Kasikorn Bank	120,000.00	On Hand
<input type="checkbox"/>	14/08/2563	1234564987	DE63-0800021	ธนาคารกรุงเทพ	40.00	On Hand
<input type="checkbox"/>	12/06/2563	1523666	RR630612-000	Krungthai Bank	4,280.00	On Hand
<input type="checkbox"/>	05/06/2563	2424156	020	Bangkok Bank	21,200.00	On Hand
<input type="checkbox"/>	30/05/2563	2424154	1001	Bangkok Bank	10,000.00	On Hand
<input type="checkbox"/>	30/05/2563	2424155	020	Bangkok Bank	10,000.00	On Hand
<input type="checkbox"/>	12/05/2563	125512312352	CS630512-000	ธนาคารยูโอบี	13,000.00	On Hand

6. In the Tab "Note & Attachment" is to note the bill. Users can specify the notes you want by pressing the "+" > "Specify the desired" > " ✓ Set to form remark" used in the definition. Because the bill of over 1 and up to the present in the form > " ✓ " to save the image.



Basic Data: **Note & Attachment**

Note List

<input type="checkbox"/>	No	Note
<input checked="" type="checkbox"/>	1	Cheque Void

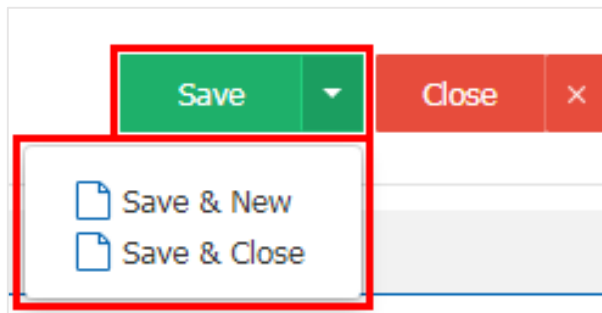
Add Files Set to form remark.

*Note: The " ↑ " and " ↓ " to scroll the text up. Or according to user requirements.

*Note: If the user has other documents. According to the document cheque. void the user can "Add Files" other documents.

7. After the check is complete, press the "Save" button at the top right of the screen to save the document cheque void by saving information to share. Save into 3 types:

- **Save** the document cheque void with regular information has successfully saved.
- **Save & New** to save and open documents log cheque void mind. When a user logs Notes Information document cheque void the system will display the recorded document cheque. void immediately
- **Save & Close** to save and return to the list cheque. void when users save documents cheque void already. The system will display a list back cheque. All of a sudden void.



8. The document creation and editing cheque void cheque void the user can press the "Info" after he finished at the top left of the screen as shown below.

< CL611009-000 Info Status : Open Action Close

Created By: นนทนต์ เนตรสว่าง
Created Date: 09/10/2561, 14:49
Modified By: นนทนต์ เนตรสว่าง
Modified Date: 09/10/2561, 14:49

* Doc. No. CL611009-000 * Doc. Date 09/10/2561

Bank Name: Kasikorn Bank Branch: มีโชคพลาซ่า

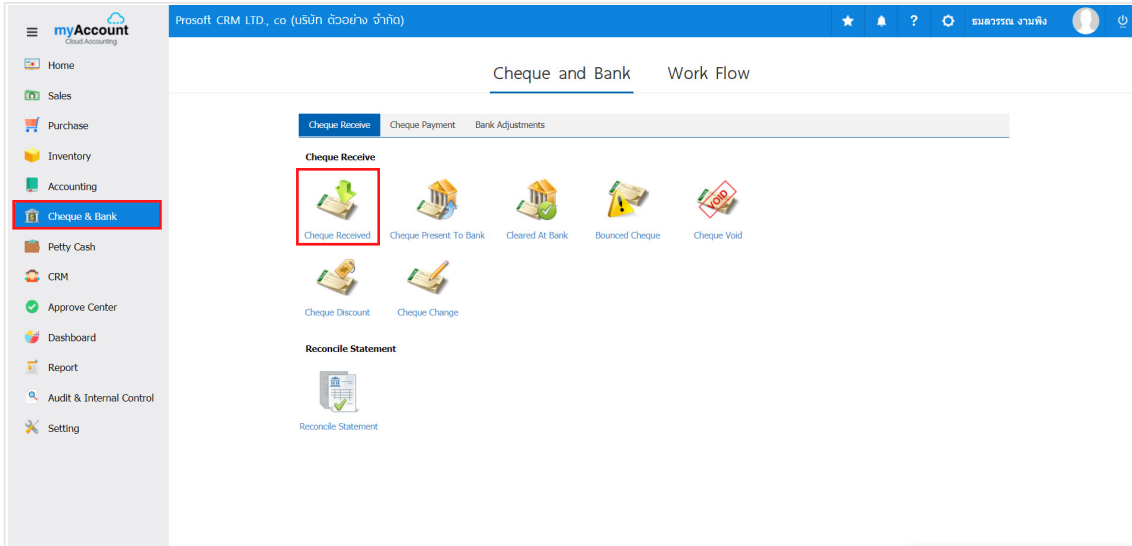
Account Number: 408-029267-8

Cheque List

Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail	Status
ธนาคารกรุงไทย	2424154	08/06/2561	30/05/2561	10,000.00		Cancel
Total				10,000.00		

Open the document was canceled checks Received by reference Cheque

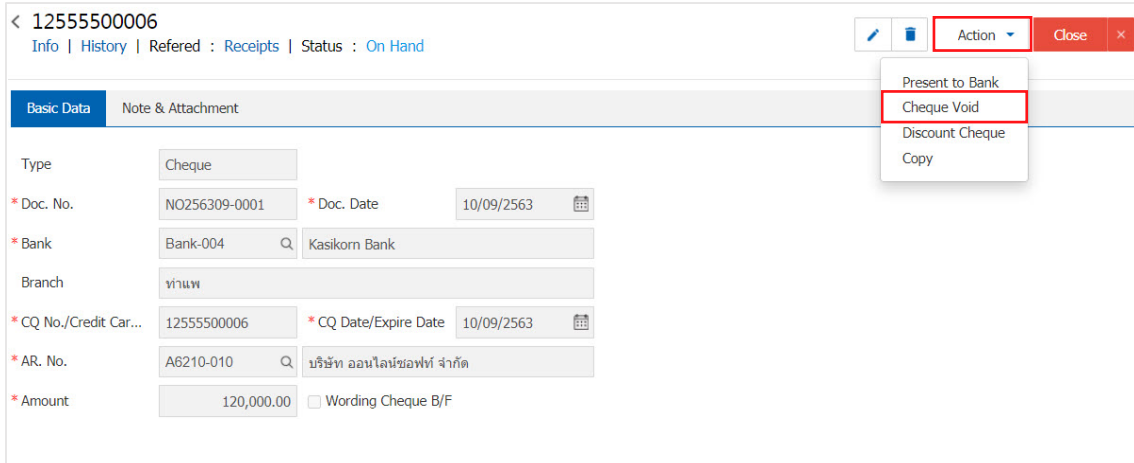
1. The user can open a document by document cheque void cheque. received by pressing Menu "Cheque & Bank" > "Cheque Received" as shown in Figure.



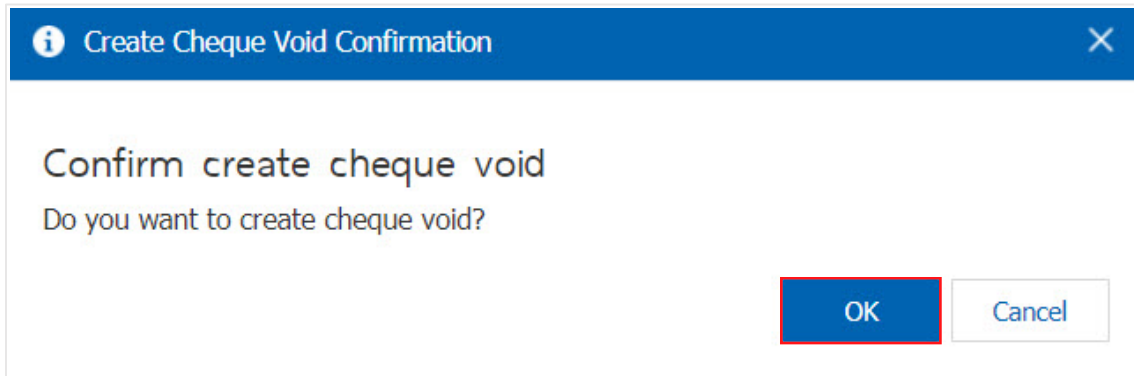
2. The system will display a list of documents cheque received, users must select the document cheque received status "On Hand" only as.

Doc. Date	Doc. No.	Bank Name	Branch	Cheque No.	Cheque ...	Customer Na...	Amount	Doc. Type	Ty...	Status
05/11/2...	CR631105-0...	Krungsri Ba...		1564548745	05/11/25...	องค์การบริหาร...	20,000.00	Cheque Recei...	CQ	Passed
21/10/2...	PV6310-001	ธนาคารกรุง...	โลตัส	123456789	21/10/25...	โปรซอฟท์ ไอ...	12,000.00	Journal Entry	CQ	Passed
10/10/2...	CR631010-0...	Krungthai B...		0010080006	10/10/25...	ปณิตตา แสงน...	10,000.00	Cheque Recei...	CQ	On Hand
09/10/2...	CR631009-0...	Krungthai B...	สาขาสวนด...	0101003546	09/10/25...	บริษัท โปรชอ...	30,000.00	Cheque Recei...	CQ	Passed
09/10/2...	CS631009-000	Krungthai B...	สวนดอก	010110002	09/10/25...	บริษัท ขายขอ...	7,864.50	Cash Sale	CD	Passed
06/10/2...	CR631006-0...	Kasikorn B...		3008001	06/10/25...	บริษัท ซี ดับบ...	1,000.00	Cheque Recei...	CQ	On Hand
25/09/2...	CR630925-0...	ธนาคารกรุง...	สาขารวมโ...	2202355591	25/09/25...	บริษัท โปรชอ...	2,000.00	Cheque Recei...	CQ	Cancel
25/09/2...	CS630925-000	ธนาคารกรุง...	สาขามางข...	1234560000	25/09/25...	บริษัท จีเอ็มโ...	300,000.00	Cash Sale	CQ	Passed
10/09/2...	NO256309-0...	Kasikorn B...	ท่าแพ	12555500006	10/09/25...	บริษัท ออนโล...	120,000.00	Receipts	CQ	On Hand
07/08/2...	DE63-08000...	ธนาคารกรุง...	ทอง	1234564987	14/08/25...	บริษัท ขายสิน...	40.00	Deposit	CQ	On Hand
24/07/2...	CR630724-0...	Kasikorn B...	เชียงใหม่	2546845241...	24/07/25...	บริษัท โปรชอ...	10,000.00	Cheque Recei...	CQ	Changed
20/07/2...	CS630720-000	ธนาคารกรุง...	123	123	21/07/25...	บริษัท จริงใจ ...	1,200.00	Cash Sale	CD	Passed
09/07/2...	DF63-07000	ธนาคารกรุง...	ลาดพร้าว	1101123692	09/07/25...	บริษัท โปรชอ...	3,210.00	Deposit	CQ	Passed

3. Then the users press the "Action" on the top right of the screen. And choose the command "Cheque Void" will show Pop - up to the user to verify the document cheque void as shown in Figure.

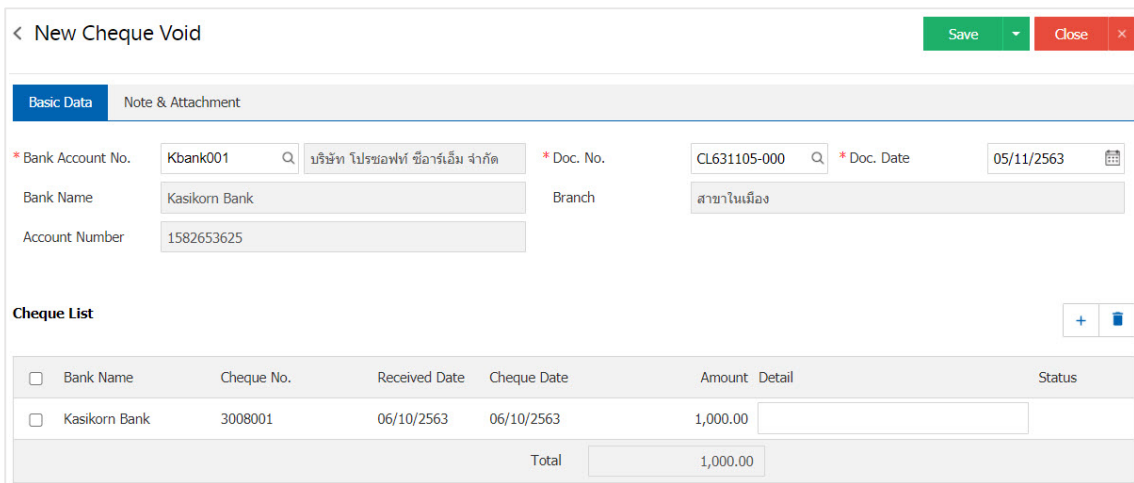


The screenshot shows a document form for a cheque with ID 12555500006. The 'Action' dropdown menu is open, showing options: Present to Bank, Cheque Void (highlighted), Discount Cheque, and Copy. The form fields include: Type: Cheque; Doc. No.: NO256309-0001; Doc. Date: 10/09/2563; Bank: Bank-004 (Kasikorn Bank); Branch: หนอง; CQ No./Credit Car...: 12555500006; CQ Date/Expire Date: 10/09/2563; AR. No.: A6210-010 (บริษัท ออนไลน์ซอฟต์แวร์ จำกัด); Amount: 120,000.00; Wording Cheque B/F:



The dialog box is titled 'Create Cheque Void Confirmation' and contains the text: 'Confirm create cheque void' and 'Do you want to create cheque void?'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

4. When a user opens a document confirming cheque. Already void The system will display a form to create documents and information cheque void checks. According to documents from the bank and was cheque. Users should automatically received Fill in the form marked "*" to complete such.



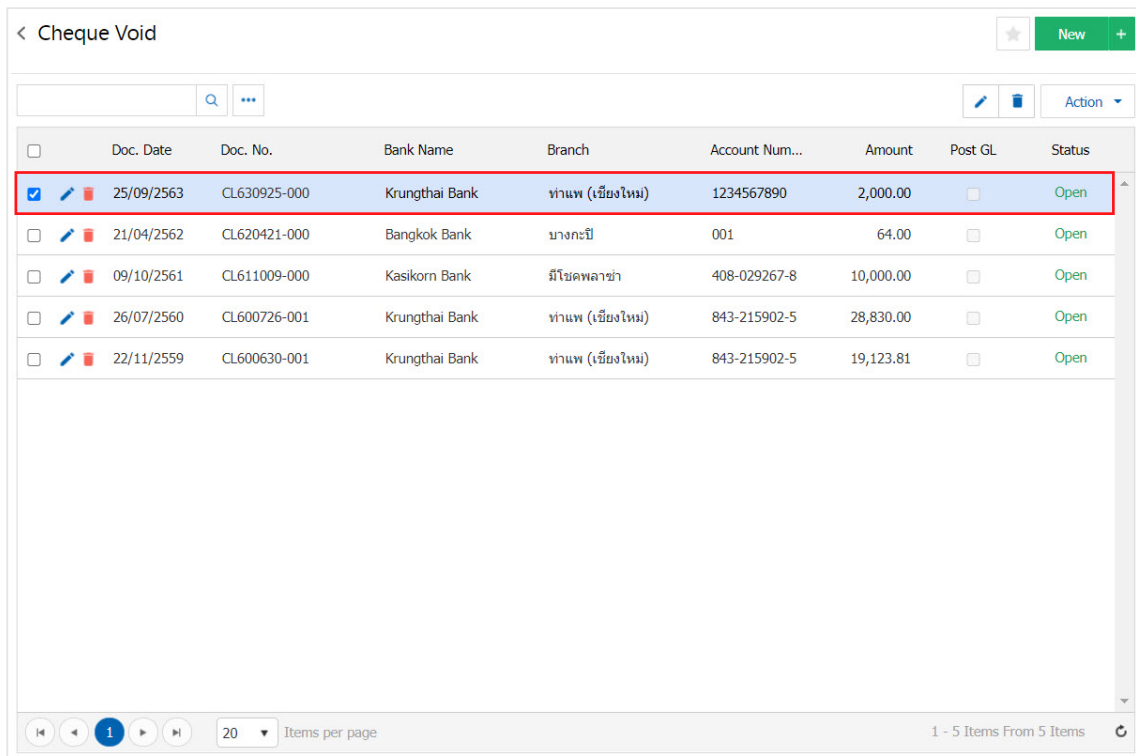
The screenshot shows a 'New Cheque Void' form. The 'Basic Data' section includes: Bank Account No.: Kbank001 (บริษัท โปรซอฟท์ ซอฟต์แวร์ จำกัด); Bank Name: Kasikorn Bank; Account Number: 1582653625; Doc. No.: CL631105-000; Doc. Date: 05/11/2563; Branch: สาขาในเมือง. Below this is a 'Cheque List' table:

<input type="checkbox"/>	Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail	Status
<input type="checkbox"/>	Kasikorn Bank	3008001	06/10/2563	06/10/2563	1,000.00		
Total					1,000.00		

Copying documents cheque void.

The document is copied cheque void in case the user wants to create a new document cheque void and details cheque void not change. To help reduce the time to create documents. The user can copy documents cheque void is there a way to copy follows :

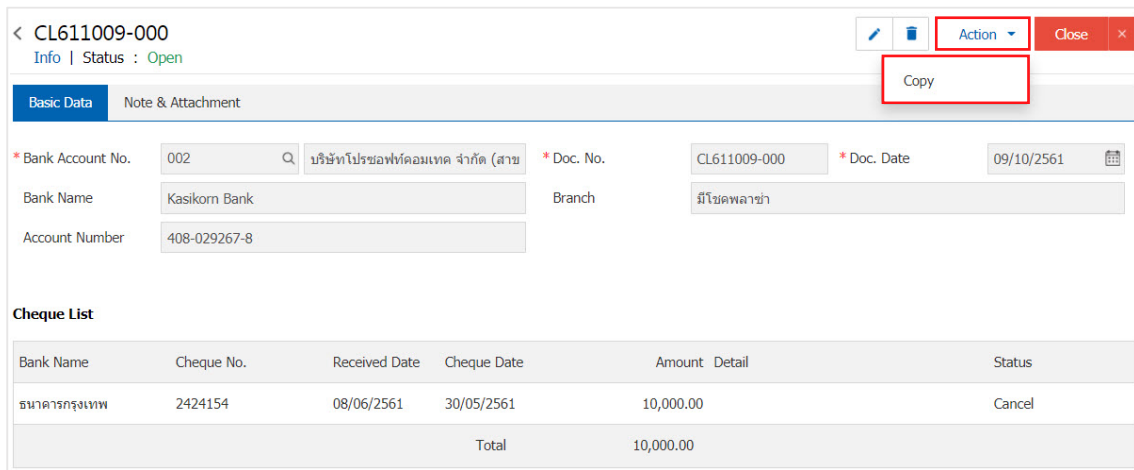
1. The user selects the document cheque void to copy documents Which can copy any documents from cheque received as shown in Figure.



The screenshot shows a web application interface for 'Cheque Void'. It features a table with columns: Doc. Date, Doc. No., Bank Name, Branch, Account Num..., Amount, Post GL, and Status. The first row is selected, highlighted in blue, and outlined in red. The table contains five rows of data. Below the table, there is a pagination control showing '1' of 5 items, '20' items per page, and '1 - 5 Items From 5 Items'.

<input type="checkbox"/>	Doc. Date	Doc. No.	Bank Name	Branch	Account Num...	Amount	Post GL	Status
<input checked="" type="checkbox"/>	25/09/2563	CL630925-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	2,000.00	<input type="checkbox"/>	Open
<input type="checkbox"/>	21/04/2562	CL620421-000	Bangkok Bank	บางกะปิ	001	64.00	<input type="checkbox"/>	Open
<input type="checkbox"/>	09/10/2561	CL611009-000	Kasikorn Bank	มีโชคพลาซ่า	408-029267-8	10,000.00	<input type="checkbox"/>	Open
<input type="checkbox"/>	26/07/2560	CL600726-001	Krungthai Bank	ท่าแพ (เชียงใหม่)	843-215902-5	28,830.00	<input type="checkbox"/>	Open
<input type="checkbox"/>	22/11/2559	CL600630-001	Krungthai Bank	ท่าแพ (เชียงใหม่)	843-215902-5	19,123.81	<input type="checkbox"/>	Open

2. Then the user presses the "Action" > "Copy" will show Pop - up to copy documents, canceled checks, get a new picture.



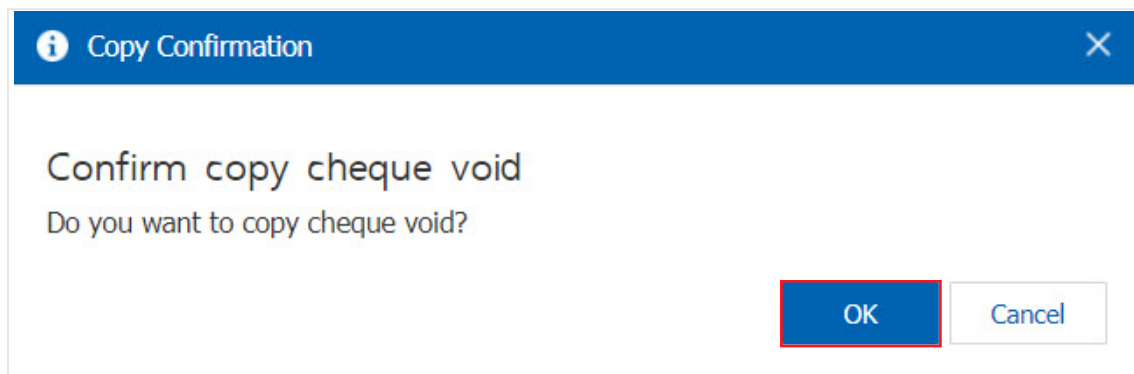
< CL611009-000
Info | Status : Open

Basic Data | Note & Attachment

* Bank Account No. 002 บริษัทโปรซอฟท์คอมเมค จำกัด (สาข) * Doc. No. CL611009-000 * Doc. Date 09/10/2561
Bank Name Kasikorn Bank Branch มีโชคพลาซ่า
Account Number 408-029267-8

Cheque List

Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail	Status
ธนาคารกรุงไทย	2424154	08/06/2561	30/05/2561	10,000.00		Cancel
Total				10,000.00		



Copy Confirmation

Confirm copy cheque void
Do you want to copy cheque void?

OK Cancel